

Welcome to the Online Command Homeport Transfer Kit!

"...we went from the lowest retention rate in the Western Pacific to the winner of the CINCPACFLT Golden Anchor Award for Best Retention Programs. A large portion of this, I think, was due to the ability of our communications and the effort we put into the homeport shift."

Captain David McKinley, USN
USS REEVES

The Navy has been involved in homeport transfer activities since its inception. The complexity of the activities has increased over the years due not only to the changing size of the Navy, but also due to the increase in the number of crew members who have family responsibilities.

The Online Command Homeport Transfer Kit is designed to assist Commands involved in homeport transfer situations and to provide useful guidelines and tools for the command to identify and use diverse resources throughout the Navy. It is also applicable to similar activities such as precommissionings, decommissionings, and shipyard overhauls.

Although written primarily for afloat commands, this kit is applicable to the aviation community and for shore commands undergoing permanent relocation.

The Online Command Homeport Transfer Kit consists of six separate sections. Please select which section you wish to view by clicking on the documents below.

- **CO Guide**: Suggested Homeport Transfer activities and guidelines for the Commanding Officer and Executive Officer. Included in this manual is a section detailing the successful management of a homeport change by the USS Reeves.
- **CTMT Guide**: Suggested Guidelines for a Command Transfer Management Team (CTMT) that may be appointed by the CO. Included in this manual is a section detailing the successful management of a homeport change by the USS Reeves.
- **AT Guide**: Suggested guidelines for an Advance Team (AT) that may be appointed by the CO. Included in this manual is a section detailing the successful management of a homeport change by the USS Reeves.

- **RACC/FSC Guide**: Suggested guidelines for shore installation support of transferring commands, the Relocation Assistance Coordinating Committee, and the Family Service Center (RACC/FSC). Included in this manual is a section detailing the successful management of a homeport change by the USS Reeves.
- **Workshop Guide**: Plan and presentation aids for the conduct of a Homeport Transfer workshop for crew and family members.
- **Support Materials**: Transition Implementation Packets (TIPS), Checklists, Suggested Announcements, and a Sample Plan of Actions and Milestones (POA&M).